



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

HUMAN RESOURCE MANAGEMENT DIVISION

OFFICER MANAGEMENT DIVISION(SECTION-4)

Head Office, Motijheel

Dhaka-1000, Bangladesh

Phone: 88-02-9551121

Website : www.sonalibank.com.bd

E-mail : sbl.hrmd4@sonalibank.com.bd

No. HRMD/SEC-4/PF- 17387/5435

Date : 09/05/2019

MD AZIZUR RAHMAN

Officer

Index No : G - 29424

Passport No : OC 7152122

Sonali Bank Limited

Agargaon Branch

Dhaka.

ইনফরমেশন টেকনোলজি ডিভিশন(বিজনেস আইটি)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: 09/05/2019  
এজেন্সি-সি/সি, সিনিয়র/সিনিয়র, ইঞ্জিনিয়ার (আইটি)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. দ্রুত জবাব দিন  
৪. নথিভুক্ত করুন  
৫. প্রয়োজনীয় পদক্ষেপ নিন  
৬. ....দিনের মধ্যে সম্পাদন করুন

ডেপুটি জেনারেল ম্যানেজার

2135

Mr Partho, Eng (IT)

**Subject: Sanction of 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment to perform Umrah in the Kingdom of Saudi Arabia.**

Dear Sir,

Reference letter no. 1796 dated the 23<sup>rd</sup> April , 2019 of Sonali Bank Limited, General Manager's Office, Dhaka-2 on the captioned subject .

We advise that in consideration of your application and recommendation of concerned General Manager's Office, the authority has sanctioned 15(Fifteen) days leave (Outside Bangladesh) with full pay from the date of availment to perform Umrah in the Kingdom of Saudi Arabia under the following terms and conditions :

1. You have to bear the expenses of this proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)

Assistant General Manager

**Copy forwarded for kind information and necessary action :**

1. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka-West, Dhaka.
4. Assistant General Manager, Sonali Bank Limited, Agargaon Branch, Dhaka.
5. Immigration Officer, Hazrat Shahjalal(Rh.) International Airport, Dhaka, Bangladesh.
6. Immigration Officer, All Other International airports / Land ports, Bangladesh.
7. Personal File / Master Copy .

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2116)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.